

Senior Applications Analyst/Developer

Department	IS Business Systems (www.strath.ac.uk/it/businesssystems/)		
Directorate	Information Services (www.strath.ac.uk/is/)		
Staff Category	Administrative and Professional	Reference No	I02761
Reports To	Web Development Manager via Development and Innovation Technical Manager	Grade:	8
Salary Range:	£39,992-£49,149	Contract Type:	Open Contract
FTE:	1 (35 hours/week)	Closing Date	Sunday, 21 January 2018

Job Advert

****DIRECT APPLICATIONS ONLY - NO AGENCIES PLEASE****

The University is looking to recruit a dynamic senior analyst/developer, experienced in managing business change projects and in using the Microsoft technology stack, to deliver a Graduation Ceremony Management system. As part of the Development & Innovation (D&I) team and the University's wider Web Development team, you will play a key role in delivering an essential University system using core development technologies and contribute to a number of strategic projects such as integrations with the new Student Information Management System (SIMS).

You will also be expected to contribute to a range of ongoing development and support projects. The D&I team is currently working on developing a range of systems, e.g. short course online catalogue and learner management, student support services, disability services, careers services, conferences and events, graduations ceremony management, among others. You will be expected make a broad contribution to the team's projects, working on user experience design, data modelling, data integration, information design, online payment, bookings and registration, authentication and identity management, and handling sensitive personal data.

You will join a dynamic, project-oriented development environment, with teams involved in the full development lifecycle from requirements gathering and definition through to design, development and ultimately live system support. With experience in using DNN Platform (formerly DNN Community Edition - <http://www.dnnsoftware.com/community>) and SharePoint 2013 and developing Web service/API integrations, you will contribute to the continuing development and enhancement of University systems. You will work with a number of teams including the Infrastructure team who provide virtual machines and server support, and the Application Support and Corporate Web and Pegasus teams who develop and support the University's current Student Records System.

You will be responsible for the technical design and management of a project that will implement a new Graduation Ceremony Management system, as well as enhancing associated solutions and systems. This position is ideal for an experienced technical project manager, who has a strong track record in full-stack development and in leading developers towards a shared vision to deliver corporate business systems and establishing integrations. Once delivered you will be expected to provide ongoing support to business owners and end users. You must be self-motivated, a strong leader and an effective change management agent.

The successful candidate will join a cross-disciplinary development team and must be able to demonstrate excellent customer relationship skills working closely with the wider University departments.

Job Description

Brief Outline of Job:

The D&I team develops and supports systems using the Microsoft technology stack and has responsibility for the University's SharePoint platform, and all applications therein, a web development service (EWDS) operating on the DNN Platform (.NET)

and a number of bespoke .NET systems including the University's Training Booking system, Disability System, Service Catalogue and the IT Service Status application. The team also leads on corporate projects and has a strong track record in

the latest Microsoft MVC .NET technologies, SharePoint, cross-platform development and Agile.

The wider Web Development team, of which D&I is a part, develops and supports the University's corporate website, manages all Web service/API integrations between corporate business systems, and develops and supports the Strathclyde mobile app.

The post holder will provide technical management for a range of projects. The initial priority for the post holder will be to drive the vision for, and contribute to the development of, the University's Graduation Ceremony Management system. This will deliver a ceremony booking application, payment mechanism, room booking and seating plan facility, etc. Functionality to manage the graduation process is currently held in disparate systems and requires to be consolidated to form an integral part of SIMS. As the post holder, you will require to lead a range of business owners towards a technical solution that will be used to underpin processes needed to manage graduation ceremonies. You will undertake process mapping in order to establish

the current process, in consultation with customers and stakeholders, and identify areas for streamlining and creating efficiencies, communicating your vision effectively. A fit-for-purpose solution should then be developed by you and colleagues, and integrated into the wider SIMS environment.

The role will also involve assisting with the integration of D&I systems into the wider corporate environment, as well as providing a high level of support to all customers.

Main Activities/Responsibilities:

1.	Manage the technical development of the Graduation Ceremony Management system work-stream of the University's Student Information Management System (SIMS) Phase 2 project.
2.	Undertake full-stack development work using Microsoft technologies to help deliver a fit for purpose Graduation Ceremony Management system.
3.	Lead on requirements gathering and process mapping workshops to elicit business requirements for stakeholders, which will inform the functional requirements of the system.
4.	Acquire detailed knowledge and understanding of existing business processes, applications and services in order to make recommendations, and to support the planning and execution of, integration interfaces.
5.	Oversee the work of junior Analyst/Developers working on technical projects.
6.	Collaborate with other project teams and stakeholders in the development of IT solutions.
7.	Produce robust technical specifications, prototyping, software development, system testing, production release and production support.
8.	Ensure that technical and user documentation is communicated effectively and deliver associated training as necessary.
9.	Prioritise business critical needs for development projects and support, and make adjustments accordingly.
10.	Attend training and work with new technologies playing a role in their configuration and development of departmental standards.
11.	Comply with departmental control procedures in relation to all aspects of the systems development lifecycle.
12.	Undertake duties in line with departmental safety, health and wellbeing arrangements and to attend appropriate safety, health and wellbeing training associated with your respective area of work activity.
13.	Any other duties as directed by line manager.

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 Degree in IT or related subject, or in exceptional circumstance extensive relevant work experience.

Experience

E2 Project management experience, particularly leading projects from initiation to completion.

E3 Excellent knowledge and track record of developing in Microsoft technologies including DNN Platform (.NET), SharePoint and/or ASP.NET MVC.

E4	Experience of web development languages including HTML5, CSS, JavaScript.
D1	Experience of JavaScript frameworks such as jQuery, knockout.js, ReactJS, etc.
Job Related Skills and Achievements	
E5	Proven track record in leading the development of corporate web applications and delivering solutions in Microsoft technologies.
E6	Experience in working in a project team environment, working to deadlines and a track record in successful implementation of bespoke business software solutions.
E7	Experience of requirements gathering and specification development.
D2	Track record in design of interface/integrations using API or Web services.
D3	Knowledge of Agile project management and development.
E8	Experience of embedding business change within an organisation.
D4	Knowledge of working with online payment gateways.
Personal Attributes	
E9	Logical and methodical approach to problem solving and a keen, analytical mind, with abilities to provide innovative solutions
E10	Good interpersonal and communication skills with both management and other team members plus the potential to work within a cross-disciplinary team.
E11	Ability to work autonomously
E12	Strong commitment to customer service.
Other Relevant Factors	
D5	Experience of working in Higher Education.

Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted before interview without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Jim Everett, Senior Applications Analyst/Developer (jim.everett@strath.ac.uk, 0141 444 7357).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Interviews

Formal interviews for this post will be held week commencing 29th January 2018. Candidates shortlisted for final interview will be required to undertake a technical skills test.

Equality and Diversity

We value diversity and welcome applications from all sections of the community.

The University currently holds a Bronze Athena SWAN award, recognising our commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in academia.



Conditions of Employment

Administrative and Professional Services Staff Grades 6 and above

1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at www.strath.ac.uk/staff/policies/hr

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

Period of Continuous Employment at start of absence from work	Full Pay	Half Pay
Less than 1 year	1 month	1 month
1 year but less than 2 years	2 months	2 months
2 years but less than 3 years	4 months	4 months
3 years but less than 5 years	5 months	5 months
5 years or more	6 months	6 months

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

New members of staff, aged under 75, will be admitted automatically to membership of the Universities Superannuation Scheme (USS) on taking up appointment. If you are already in receipt of a USS pension you will join USS in accordance with pension auto-enrolment regulations. USS requires a contribution from the member, currently 8 per cent of pensionable salary. A contribution, currently 18 per cent of pensionable salary, is paid by the University. From 1 April 2016 all members are part of the career revalued benefits scheme called the USS Retirement Income Builder. From 1 October 2016 a threshold, initially of £55,000 a year, will apply to the maximum salary that counts towards the USS Retirement Income Builder. From the same date a new defined contribution section of the scheme called USS Investment Builder will open and any contributions above the threshold will be invested in this section. The exception to automatic membership of the pension scheme applies if your post is located out with the UK in an EU member state. If this is the case membership of USS is not available to you.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your retirement date.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised November 2017